



DEPARTMENT OF THE ARMY
U.S. Army Corps of Engineers
WASHINGTON, D.C. 20314-1000

REPLY TO
ATTENTION OF:

S: 1 Nov 94

CECG (405)

2 September 1994

MEMORANDUM FOR COMMANDERS, MAJOR SUBORDINATE COMMANDS, FIELD
OPERATING ACTIVITIES AND LABORATORIES

SUBJECT: Administrative Space Utilization and Management

1. As we discussed in the Senior Leadership Conference, the Corps has serious current and projected funding shortfalls to pay for leased administrative space. All commanders need to take a hard look at their facility requirements, identify excess space, and reduce administrative space to what is essential to our mission. By 1 November 1994, each division commander and laboratory director will report their space reduction plans to me. This issue requires your personal attention.
2. The Army's objectives in space management are to ensure the efficient use of office space and limit the amount of office space to the minimum needed to accomplish the mission. The Corps goal is 162 net square feet (NSF) per person (allocation). This standard allows 130 NSF per allocation for office space and an additional 25 percent for special and storage space. All special and storage space must be justified and the benefit of these areas must be carefully weighed against the costs.
3. All Corps activities will follow the procedures in the Space Management Instructions (Encl 1). Space reduction plans must show the current space utilization, proposed reductions, and detailed costs and schedules to implement the plan. For leased space, before and after space requirements and cost savings will be shown by facility. Division commanders will review their subordinate commands' plans and forward a consolidated division submission.
4. In determining your space requirements, all USACE activities will use the tentative FY 95 USACE manpower allocations (Encl 2) and AR 405-70, September 1993 (Encl 3) to initiate this effort. The Consolidated Command Guidance for FY 95 is expected to be issued by mid-September and will be used in the division submission. Before space requirements can be determined, divisions will redistribute their military authorizations to the district level and all manpower allocations stationed as tenants must be identified to their hosts. All administrative space acquired from GSA will follow Army criteria and assignment guidelines delineated in AR 405-70.


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5. As explained at the Senior Leaders Conference, it is imperative we reduce our lease bills before FY 96. Having your plans in this Headquarters by 1 November 1994 will allow us time to analyze, resource, and execute those plans, or portions of plans, before FY 96 begins. Procedures for relinquishing leased space to GSA are at Enclosure 4.

6. Responses to my earlier request for you to conduct a space utilization inspection showed several divisions and districts have made or are making reductions in administrative space. Every commander must take an active and positive approach to this matter. The points of contact for this action are Mr. Lucas, CELD-ZE, (202) 272-8774, and Mr. Anderson, CERE-PR, (202) 504-4829.

4 Encls
as


ARTHUR E. WILLIAMS
Lieutenant General, USA
Commanding

TYPICAL COMPONENTS OF A USACE FACILITY DECISION PACKAGE

- O Capital Investment Strategy. Affordability and flexibility are essential..
- O Identify, consider, and report on available alternatives. Local military installations, lease options, and the "as is"/current facility are normally among the alternatives. Each alternative must be a viable one; e.g., if you are constrained to be in the Central Business District (CBD), reflect this in your alternatives or how you plan to work around this requirement (E.O. 12072). New construction is normally the least attractive option due to funding problems and decreased flexibility with a changing workforce. Recommend one of the alternatives for CG approval.
- O Include an economic analysis for each option using ECONPACK a sustained period; e.g., 25 years.
- O Space requirements analysis. Use AR 405-70. Demonstrate that the local administrative space utilization rate will be within USACE target of 162 nsf/authorized person, given official manning allowances and manning forecasts. Use of SF 81/81a or 1450/1450a is recommended.
- O Address employee/union impacts.
- O Address mission accomplishment relative to the alternatives.
- O Discuss local political support or resistance to the relocation.
- O Address any coordination with GSA, and GSA's position on the proposed relocation; e.g., supportive, resistant, will delegate leasing authority to Corps, etc. Clarify if the relocation is a GSA forced move.
- O Address urgency. Provide timeliness for needed actions including approvals.
- O Address impact if no relocation is approved.
- O State whether systems furniture is being planned in conjunction with the relocation, and how it will be paid for.
- O Clarify how you plan to pay for the relocation and associated construction and annual RPMA costs. Identify sources of funding and what funding, if any, is being requested from HQUSACE.

From: Albert MG Genetti
To: Division Commanders
Date: 1/30/98 3:10pm
Subject: Facilities

FOR DIVISION COMMANDERS
INFO: DISTRICT/LAB/CENTER COMMANDERS

SUBJECT: Facilities

There appears to be an increasing number of ventures into obtaining new headquarters facilities thru innovative and unique arrangements. The Chief encourages all of us to constantly question the cost of our facilities and to explore alternatives that make sense both economically and facilitate mission accomplishment (take care of our people). And, as most of you know, DA is encouraging all of us to reduce lease costs and to move into excess active Army space where appropriate. That said, the following needs to be understood and be perfectly clear to commanders at all levels:

1. GSA is the Corps' "facilities agent." Only the Chief of Engineers can approve not using GSA as our agent and this would be done only after consultation with and coordination with GSA. In short, placing unrealistic and unreasonable demands on GSA for the apparent purpose of concluding GSA cannot meet our requirements, is a non-starter!
2. As a general rule, we do not want to own our facilities. GSA leases provide optimum flexibility for Corps elements to expand and contract as our work load varies. Additionally, we do not have to contend with the prospects of major facility renovations when the "new facility" we occupy today with all its amenities becomes old and run down in 20 years without state of the art amenities. So, if you are taking a tact that results in more Corps facility ownership, clear your approach with the Chief FIRST!
3. Any time one of our organizations look to move, politics becomes a part of the solution. The Chief is the lone approving authority for such moves in the Corps. Be sensitive to the need to involve the headquarters before making any political commitments; this is a very good way to get an Excedrin headache otherwise.

If you have any questions, please ask.

//s//
Albert J. Genetti, Jr.
Major General, USA
Deputy Commander

CC: District Commanders, Mr Gary Anderson, Mr Larry Ro...